

Faith in Action Award Ceremony 2026 - Table of Contents

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FAQ

What is the plan for this year?

This year's dates are:

Tuesday, 23rd June

Wednesday, 24th June and

Thursday, 25th June.

The plan would be the same for all three days:

10:00am Arrivals and Doors Open

10:30 – 12:00pm Award Ceremony (With either Bishop John Sherrington (23rd) or Bishop Tom Neylon (24th,25th)

12:00 – 2:00pm Fun Day in the Garden

2.30pm – Latest Departure

For the 'fun day' part of the day you please bring a packed lunch or snacks for your young people and have a picnic in the garden. Soft drinks, cakes and cookies will be available.

How much is an award badge?

This year we have managed to get funding which allows all young people to receive a free badge and certificate. There will be no charge.

Do we need to wear a uniform?

That is entirely up to you. Some schools like to have young people in uniform. Others may prefer the day to be more like a reward day and have them in their own clothes. That is entirely your call.

Parking

As many of you know – Lowe House is not ideal for parking, especially for coaches. There is no parking available for coaches to drop a group and then stay in that place. We would recommend that groups get dropped off on Mill St - the street where the St Helens Sea Cadets is (it is one way, so a car / coach has to enter from Duke St and leave on North Rd) and walk to the front of the Church. This street is always quiet and will make it easier for you to get a group off any transport. Parking for cars is available on small car park on Mill St, or a larger car park on Birchley St. Coaches can park on the nearby Asda or Tesco car parks. Below is more detail with maps to direct you or your driver.

What activities are available this year?

Some of the activities last year didn't work and have been replaced, please see below the changes.

WHAT'S ON OFFER?

23RD, 24TH OR 25TH JUNE 2026

Fun Day



INFLATABLE HUMAN FOOTBALL



GO KARTS



9 HOLE GOLF



IPS ARCHERY SHOOTING



PENALTY SHOOTOUT



INFLATABLE BASKETBALL



INFLATABLE CONNECT NAUGHTS AND CROSSES



IPS WALL LIGHT



HUMAN 9 PEOPLE WHACK A MOLE



4 PONG ARCADE



NBA ARCADE



LEGENDS ULTIMATE ARCADE



NINJA TURTLES ARCADE



MARIO KART NINTENDOSWITCH

Also,

FREE ICE CREAM,
BADGE AND
GOODIE BAG.

10
YEARS
FAITH
IN ACTION

Weather

As with any plan for the British summer time – we cannot guarantee good weather. And the ‘fun day’ does depend on good weather. As the fun day comes after the ceremony you may decide to just leave straight away. If that is not possible, or you want to keep the group out for more of the day and enjoy some time as a group, we do have space in the house for you to gather and have a drink and snack. We aim to keep the café, parish hall and the canteen and break out space free in the house. These spaces could easily hold a couple of hundred people sitting and having a snack and chat, but they would not allow for space for games etc.

Can parents attend?

This is an obvious drawback to this plan, and we are sorry that parents will not be able to attend, and it will make life a lot harder for parishes. However, feedback and experience from previous years suggest that the vast majority of young people that attend the award ceremony come with or through a school connection. But as the ceremony was out of school time it was difficult for them to plan and lead a trip to the ceremony as a school excursion.

Although this system is not ideal for parents and parishes, we believe it will enable more young people to attend through their school links.

If a parent is not working, can they still come along?

We would ask that due to the nature of the event with the Fun Day in the garden we do not want lots of adults walking around who we do not know. Therefore, as with any school excursion, we do not think it is good practice at this type of event to have parents coming along with their children. It is a shame, and we know for lots of parents they would love to see their child receive an award, but as I am sure you can imagine, the safeguarding implications of not knowing who is here and why would be difficult to manage.

If a parent wishes to pick up their child after the ceremony, we will prefer that they wait outside and the child goes to them rather than simply tries to walk into the church grounds.

Safety and Risk Assessments

Risk Assessments have all been attached below. Due to the nature of the day we (Animate) cannot be responsible for groups that do come for the day. We will have helpers and adult assistance near the activities and picnic area.

However, the group that you bring has to be the responsibility of the school / parish and the staff accompanying them. You may wish to bring a First Aid qualified member of staff and First Aid kit for your group.

On top of this, you must bring your ticket QR code upon arrival whether this is a digital copy or printed. It is a requirement to know who is in the building for the safety of the young people in the case of an emergency.

As well as this each adult will be given a wristband which must be always worn during the day, once again this is for the safety of all attending the award ceremony to make sure that no one is on site who shouldn’t be.

Risk Assessments

Please be aware, I have been given these risk assessments from SJ Leisure themselves. After close inspection, all of them seem to repeat the same risks and hazards. I think normally a company might hire 2-3 inflatables at a time but obviously our award ceremony is different and therefore each risk assessment has been added for each activity as there is not an overall joint one available.

It might seem like a lot of information, but each activity seems to carry the same risks than the one before, so please do not feel too alarmed 😊.

Animate Youth Ministries | RISK ASSESSMENT | pro-forma | Award Ceremony June 2025

What are the hazards	Who might be harmed	What are we doing already	What further action is necessary
Slip, Trips and Falls E.g., Injuries arising from slips, trips, and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas		<p>Risk Assessments and public liability certificates obtained for bouncy castle.</p> <p>Emergency routes to be an adequate width of at least 2 metres between the front of the stalls and activities as marked on the site plan and kept clear at all times.</p> <p>Stewards are responsible for checking H&S in own area throughout the event</p> <p>The Space around activities is adequate for the activity and has been advised by the activity provider.</p> <p>Power supplies will be the responsibility of the providers who are providing the power and will come under their risk assessments.</p>	<p>Event organiser to carry out walk through visual inspection prior to the start of the event to ensure access routes are not obstructed and are free from slip and trip hazard.</p>

Manual Handling E.g., Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Employees Volunteers	Employees and volunteers trained in manual handling and are aware of the risk. Minimal manual handling.	
Weather Issues E.g., Extremes of weather can cause injuries such as wind-blown debris	Members of Public Employees Volunteers	<p>Employees/volunteers have been made aware that the event is outdoors, although maybe under cover. All groups are aware of their stall location on the day as per the site plan.</p> <p>Organiser will cancel event if there is extreme weather.</p> <p>All activities will be assessed under own groups risk assessments for suitability to commence in adverse weather conditions.</p> <p>Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.</p> <p>Advise staff to bring water for the session adequate supply of water to prevent dehydration.</p>	<p>Weather to be monitored before event and cancelled if weather poor.</p> <p>Organiser/team leader to give pre- event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)</p>
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment	Members of Public Employees Volunteers	<p>All equipment and power provided by the activity provider will be covered by their own risk assessment.</p> <p>All portable equipment has been PAT tested and inspected according to the required frequency and covered by the individual group risk assessment and paperwork and submitted to the event organiser prior to the event.</p>	<p>Equipment to be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects by the activity provider</p> <p>Event organiser to collect risk assessments and public liability certificates for each group attending the event.</p>

		All gang leads and extensions should be PAT tested and suitable for outdoor use which the activity providers will be using for the session	
Natural Hazards including pollen, dangerous plants cut from thorns, Wasp & Bee nests, E.g., Skin rash from plants, bee sting resulting in anaphylactic shock	Employees Volunteers	Pre walk around before both sessions.	
First aid and Emergency Arrangements	Employees Volunteers Staff Children Teacher	<p>Adequate first aid provisions are provided for the event by each school, proportionate to the level of risk, size of the event, type of activities and audience profile.</p> <p>All accidents, incidents and near misses will be detailed in an accident book, a copy of which will be provided to Teacher as the organiser of the event.</p> <p>The first aid provision provided by each school will be clearly sign posted at the event on the Site Plan.</p>	<p>In pre-event briefing all staff & volunteers to be made aware of who to report to for first aid care and where they are located.</p> <p>Walk through on day to ensure clearly signposted.</p> <p>Accident reporting book to be provided on day.</p>
Children and Young Persons E.g., A young person taking unnecessary risks resulting in injury Lost Children	Employees Volunteers Staff Children Teacher	<p>The event site has been assessed and is safe and suitable for young persons' and children volunteering and visiting the event.</p> <p>All young person's volunteering with groups on the day will be subject to the groups individual risk assessments, policies, and procedures.</p>	<p>All volunteers to be instructed to sign in with main point of contact</p> <p>Identifiable marshals to be stationed around the event with form of communication system (radio etc) to aid in finding parent/guardian.</p>

		<p>All young persons and children visiting, and participating activities will be addressed in the individual group risk assessment. Children are the responsibility of individual schools.</p> <p>All exits manned.</p>	
<p>Contractors E.g., Inadequate health and safety procedures leading to hazardous situations and potential injuries</p> <p>Bouncy castle company</p> <p>Use of external companies providing activities at the event (e.g.: inflatables, marquee, etc)</p>	<p>Employees Volunteers Staff Children Teacher</p>	<p>Ensure that external companies providing activities on the day, are competent in managing their own health and safety on site. Request copies of their safety policies, risk assessments and public liability insurance prior to the event</p>	<p>Ensure all companies are given adequate safety information regarding the event.</p> <p>Event organiser to collect risk assessments and public liability certificates for each group attending the event.</p>
<p>Fire Safety and any other emergency situations</p> <p>E.g., Uncontrolled burning of barbecue and subsequent spread of fire due to close proximity of wooden stands or Storm</p>	<p>Members of Public Employees Volunteers</p>	<p>Marlowe have carried out a fire risk assessment in order to meet requirements of the regulatory reform (fire safety order 2005) and cover all aspects of the event.</p> <p>Each individual group to have their own risk assessments pertinent to their own activity.</p> <p>The fire risk assessment ensures all necessary fire safety procedures, fire prevention measure and fire precautions are in place and working properly.</p> <p>Means of raising the alarm in event of fire established and in event of fire will be controlled by Faith In Action.</p> <p>All equipment provided in connection with firefighting, fire detection and warning are to be on site</p> <p>Muster points marked on plan and all groups made aware of where to group in event of fire.</p>	<p>Event organiser to provide information of fire safety to all participants in pre-event pack</p> <p>Ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked. • Escape routes are clear. • Emergency lighting works. • Fire-fighting equipment and alarms are in full working order. • A PA system for use in emergencies can be heard clearly in all parts of the venue <p>1 megaphones on site with volunteer in garden.</p> <p>Speaker system to alert members of the public</p> <p>Designated person in events team to contact emergency services</p>

		<p>Each organization to keep an up-to-date register of employees and volunteers on site to use for a roll call in the event of emergency and provide to a member of Faith In Action.</p> <p>No exhilarants, generators or naked flames permitted on site. Unless the activity provider provides adequate risk assessment.</p>	
Crowd Management E.g., Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Employees Volunteers	<p>Entrance and Exit routes are clear with no obstructions and clearly sign posted.</p> <p>There is sufficient supervision on site with stewards provided by Faith In Action and volunteers.</p> <p>All volunteers will be clearly identified in high vis.</p> <p>There are effective communication methods between stewards and audience via PA system and radios.</p> <p>Public Entrance / Exit</p>	<p>Event organiser to carry out walk through visual inspection prior to start of event, ensuring all routes are free from obstruction.</p> <p>Ensure PA system for use in emergencies can be heard.</p> <p>All volunteers to be provided with a high vis jacket on the day.</p> <p>All volunteers to be provided with high vis at the pre-event briefing</p> <p>Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable marshals. First Aiders on site.</p>
Transport / Struck by vehicles Volunteers maybe struck by moving vehicles loading and unloading for the event	Employees Volunteers	<p>Vehicles only allowed on front road to unload passengers as detailed in the event plan.</p> <p>All vehicles must be removed by 10.30am and 2pm to limit the risk of injury.</p> <p>All vehicles coming onto the site will be guided to drop off areas by volunteers.</p> <p>A route plan will be submitted to all groups, so it is clear of the entrance and exit routes to avoid build up.</p> <p>All vehicles will be guided in and out by volunteers.</p>	<p>Event organiser to provide information of risks around moving and banking vehicles to all participants in pre-event pack including details of how to move around the site safely</p> <p>All volunteers and staff to be made aware of health and safety issues in pre-event briefing.</p> <p>Staff and volunteers to be provided with high vis vests.</p> <p>Sign to be erected on approach to the site informing of 3mph speed limit when entering the site</p>

		<p>No vehicle to drive in excess of 3 miles per hour when on site.</p> <p>All staff/volunteers will have high vis vests.</p> <p>No vehicles to leave site until 4pm and members of the public have left the event.</p> <p>Vehicles will be guided out by a member of staff</p> <p>One way system for small vehicle drop off</p> <p>Coaches directed to Mill Street</p>	
Noise		<p>The PA system will be adjusted as per schedule to fit with purpose and be at a suitable decibel.</p> <p>Speakers set up for activities required activity providers to ensure at least 1 meter distance is kept from speakers.</p> <p>There may be increased volume in the audience due to an increased footfall in Area due to the event, which is noted, and no controls required.</p>	No additional controls required
Burns and Scolds	Volunteers Staff	Adults only permitted in the Kitchen	Area to be kept tidy on day.
Tea & Coffee		Faith In Action Volunteers/Staff providing hot drinks	Shaded areas on site to provide shade from the sun
Sunburn		Sun Burn	Indoor eatery area Advise attendees wear hats and Sunscreen
Waste	Members of Public Employees Volunteers	Site will be clean and tidy on arrival	Bin bags to be provided to groups on the day
Build-up of waste produced on the day may hinder evacuation		There are adequate bins around the site for disposal of rubbish on the day.	Volunteers to be assigned to keeping areas clean and tidy throughout the day.

procedures during an emergency and increase the risk of trips and falls		Site will be left clean and tidy on leaving at the end of the day.	<p>Event organiser to carry out walk through visual inspection prior to start and end of event to ensure all areas are clean from waste.</p> <p>Ensure that special attention is made to areas such as:</p> <ul style="list-style-type: none"> ▪ Approach to the event (e.g., surrounding streets and/or land) ▪ Entrances and exits ▪ Arenas and stages ▪ First aid areas
Signage May fall and strike person or persons causing injury	Members of Public Employees Volunteers	All signage will be installed on the day of the event and secured appropriately using weights and cable ties. Any freestanding signage will be placed so not to obstruct walkways.	Event organiser to carry out walk through visual inspection prior to start of event, ensuring all routes are free from obstruction.
Threat of Violence	Members of Public Employees Volunteers	Evacuation plan discussed. Stewards manning doors	<p>Staff will alert main contacts and ask for assistance to approach to ask people to leave the area.</p> <p>Staff will summon police assistance to remove people if necessary</p>
Emergency Vehicles accessing the site	Members of Public Employees Volunteers	Gates closed but unlocked in order to be opened and provide access if required.	<p>Police aware of event and are in attendance</p> <p>Fire aware of event and may be in attendance</p>
Allergic Reaction	Members of Public	Staff are asked to check the ingredients of the ice cream and sweets before it is given to their young people to consume.	All schools/parishes should be assisted by their own First Aider.

ASSESSMENT CARRIED OUT ON: Wednesday, 4th February 2025

ASSESSMENT CARRIED OUT BY: Lauren Lynch and Jan Barton

Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (L x S)	Further action to take
Over enthusiastic participants	Responsible person supervising at all times.	2	2	4	In the event of large numbers of participants, further operators will be required.
Larger participants colliding with smaller participants	Responsible person supervising at all times.	1	3	3	Participants put into groups of similar size.
Adverse weather conditions	The item must be switched off in bad weather conditions i.e. heavy rain and is not permitted to be run in strong winds as both these conditions can be deemed a health and safety risk.	Dependent on the weather	Dependent on the weather	Dependent on the weather	None
Injury through lack of supervision	Responsible person supervising at all times.	2	3	6	In the event of large numbers of participants, further operators will be required.
Tripping over anchorage points, spare equipment, electrical cables	Anchor points used as per manufacturer's instructions and spare equipment erected or stored away. Where possible electrical cable does not cross any public pathway	1	2	2	None
Injury through incorrect positioning of the inflatable	Do not move or try to reposition the inflatable once it has been set up by our staff under any circumstance and ensure that the anchors are in place at all times	1	2	2	None
Petrol blower/generator	Blowers/generators filled with fuel before delivery. Units are fire retardant.	1	3	3	All spare fuel is stored in a marked, suitable container and in safe location. Units are switched off during refuelling.

ator risk of fire					
Choking	No food or drinks to be consumed whilst near or using the inflatable.	1	4	4	None
Injury through third party items	All shoes, glasses, jewellery, badges must be removed before using the inflatable.	1	5	5	None
Danger of fire	No smoking or barbequing near the inflatable at any time	1	5	5	None
Injury through third party and spectators	Always ensure the area surrounding the inflatable is not overcrowded	2	3	6	None
Emergency	In the event that someone is seriously injured, DO NOT move the individual, leave the inflatable switched on and call the emergency services by dialing 999 immediately	N/A	N/A	N/A	N/A
Injury through lack of inflatable pressure or suffocation	Do not allow anyone on to the inflatable during inflation or deflation as this can be EXTREMELY DANGEROUS	1	2	2	None
Injury through insecure anchorage	Never use this inflatable without proper anchorage in place, it may be blown over in certain wind conditions. If the inflatable is not anchored correctly, please ensure you tell the delivery team before they leave as we keep a tight schedule and may not be able to return immediately	1	4	4	None

Injury from spectators	All spectators should be outside of the 'active' area and kept a safe distance from the activity.	1	3	3	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
Injury from uneven flooring or from debris	Make sure all areas are cleared from obstacles and hazards before placing down the activities.	1	3	3	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
Electrocution	Electrical units are visually inspected for obvious faults. All equipment is PAT tested manually	1	5	5	If sockets are used at the venue, we ask the client to check these prior to the event.

L= Likelihood S=Severity L X S = Risk 1=Low 5=High

SJ's Leisure | RISK ASSESSMENT | pro-forma | Interactive Sports Combo - Archery

This inflatable game can be played either one or two players at any one time. You choose your chosen colour either red or green and once countdown has finished, the aim is to 'knock out' as many of your chosen lights as possible until the game finishes and you hear the announcement 'Game over!'. The winner is the user who has the highest score at the end of the allocated time. Players will be using a plastic archery set for this game.

Max 2 Users – 1 vs 1 60 Seconds

Product	Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (L x S)	Further action to take

Interactive Sports Combo	Over enthusiastic participants	Responsible person(s) supervising always. Customers supplied with safe play instructions.	2	5	8	For large events with many participants, additional supervisors may be required.
Interactive Sports Combo	Misuse of accessories	The accessories are provided with this inflatable to be used to 'strike' the targets in the game. The accessories provided are not to be used as a weapon to strike other participants or spectators.	2	5	10	For large events with many participants, additional supervisors may be required.
Interactive Sports Combo	Misuse of equipment	This inflatable is an inflatable game with the objective of users firing a plastic arrow at targets located in the back wall of the inflatable. Users should not use this inflatable or it's accessories in any other way or enter the inflatable structure.	2	5	10	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
Interactive Sports Combo	Overloading	Responsible person(s) supervising at all times. Customer given information on max user numbers / max user height etc. Users should not enter the inflatable i.e stand in or on it.	2	4	8	For large events with many participants, additional supervisors may be required.
Interactive Sports Combo	Adverse weather conditions	All inflatables should be switched OFF and not used in wind speeds that reach and / or exceed 24mph / 38kmh (Scale 6 on the Beaufort scale)	Weather dependant	Weather dependant	Weather dependant	It's recommended that customers hire a supervisors pack. An anemometer can be considered an essential tool for inflatable hire. In extreme cases, a hire may need to be cancelled at short

						notice due to dangerous weather conditions.
Interactive Sports Combo	Injury through incorrect positioning	Staff are trained to set up products in the safest possible areas. Products should not be repositioned following set up	1	5	5	None.
Interactive Sports Combo	Injury through lack of supervision	At least one supervisor is required to be present at all times when products are in use. Customers supplied with safe use instructions prior to hire.	1	5	5	Some products require more than one supervisor. This information is provided on product listings and / or email instructions. For large events with lots of participants, extra supervisors may be required.
Interactive Sports Combo	Tripping over equipment	Anchor points used as per manufacturers instructions and per BS EN14960. Excess equipment stored safely away out of sight. Electrical cables kept neat and tidy and away from any walkways.	1	3	3	For large events with lots of participants, additional supervisors and safety fencing may be required. Participants and audience should be made aware by the supervisor of any nearby cables or potential hazards.
Interactive Sports Combo	Risk of fire	No smoking, BBQ'ing, camp fires etc to be allowed in the nearby area. Inflatable equipment is fire retardant. Any diesel generators / petrol fans should be filled prior to use and when refilling, all	1	4	4	Any spare fuel should be stored in a secure, marked

		users should be removed from the equipment and the equipment switched OFF before refilling.				and safe container such as a suitable petrol can and should be stored away from users and general public.
Interactive Sports Combo	Choking	No food or drink to be consumed when using the equipment	1	5	5	
Interactive Sports Combo	Injury from falling from height	All safe play instructions should be followed at all times. Supervisor(s) should be present and paying attention at all times. Equipment should only be used as per manufacturers instructions. No climbing onto the inflatable structure is permitted at any time.	1	5	5	For large events with lots of participants, additional supervisors may be required.
Interactive Sports Combo	Injury from 3rd party items such as jewellery, glasses, wristwatches , shoes etc	All users should remove any items from their person which could injure themselves or another user i.e. a loose bracelet which could strike another user. Any removed items especially shoes should be stored away safely away from users and the general public	1	3	3	None
Interactive Sports Combo	Injury from spectators	All spectators should be outside of the 'active 'area and kept a safe distance from the activity	1	3	3	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
Interactive Sports Combo	Emergency	In the event that someone is injured especially seriously, seek medical attention IMMEDIATELY. Call 999 if required.	1	5	5	For large events, additional event staff and supervisors may be required.

Interactive Sports Combo	Injury through equipment being used when in deflation / inflation stage	Equipment should never be used until it is fully inflated and must not be used whilst deflating. Users should be removed from the equipment prior to deflation	1	4	4	For large events, additional event staff and supervisors may be required.
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SJ's Leisure | RISK ASSESSMENT | pro-forma | 9 Hole Golf



Added to the range of products and services supplied by SJ's Leisure for 2019 comes our fantastic nine hole mini / crazy golf course!

This superb mobile mini crazy golf course is made up of multiple astro turf grass tiles which are suitable for both indoor and outdoor use. Designed and manufactured with all users in mind, the course includes a safe fall height and course which makes it easy for wheelchair users to manoeuvre on and off the course.

Due to the versatility of the product, you can modify each and every hole of the course in different shapes and sizes to meet your needs / tastes.

12 Users – 2 on each activity – Own timings for this

Product	Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (LxS)	Further action to take
9 Hole Golf	Being hit by a ball or a golf club	Supervisors to make sure that no more than 6 groups of 2 are given golf clubs and ball and to ask them to start at different holes than the other groups, making sure they are spaced out correctly.	2	4	8	For large events with many participants, additional supervisors may be required.
9 Hole Golf	Injury through obstacles	Obstacles are part of the golf course but can be seen as hazards. Players should play shots from off the green matting and ensure good footing before taking their shot.	1	2	2	Supervisors to keep an eye out.

9 Hole Golf	Injury to self from Environment	Participants to be aware of their surroundings and other players. i.e the big tree at the bottom of the garden.	1	3	3	Supervisors to keep an eye out.
9 Hole Golf	Injury to others if not using equipment correctly	Young people will be asked to remove themselves off the activity if any issues are visually seen by a supervisor. They will also be asked to not participate on any other activities through the remainder of the day.	1	5	5	Supervisors to monitor and step in when problems may arise.
9 Hole Golf	Equipment Misuse	The 9 hole golf is its own activity, therefore all equipment i.e balls, clubs should remain on the course.	2	5	10	Supervisors to keep an eye out.



SJ's Leisure | RISK ASSESSMENT | pro-forma | Go Karts (Pedal)

There are 3 go karts to go around the track.

The young people will be able to go round the track 3 times to have a friendly competition with their friends.

Max 3 Users – 1 vs 1 vs 1 – 3 Laps a Turn

Product	Risk	Existing controls	Likelihood (1–5)	Severity (1–5)	Risk control (L x S)	Further action to take
Go Karts	Collision with other Karts	Participants briefed on how to use the brake. Helmets must be worn. Karts not to exit the track course. There will only be three karts on the course at a time.	3	2	6	Supervisors to keep an eye out.
Go Karts	Collision with observers	No person is allowed on the track at any time unless they are getting on or off the Kart. Once again, volunteers will step in and remove the individual. Kart riders are not to get on or off the kart until stated by the adult leader.	2	4	8	Supervisors to monitor and step in when problems may arise.

Go Karts	Rolling or falling off the Kart	Safe speed to be maintained and helmets will be always worn whilst in the Kart.	1	4	4	Supervisors to keep an eye out.
Go Karts	Trapped or broken lower limbs from pedals	The pedals should be in the free turning mode where possible. If they are in the fixed mode, the pedals will turn when the rider stops pedalling. This can lead to legs being broken. Participants must be briefed of this hazard.	3	3	9	Supervisors to keep an eye out.
Go Karts	Injury to hands and arms	Hands and arms could be grazed by obstacles whether this be people or barriers. All arms are to be kept inside the Kart.	3	2	6	Supervisors to keep an eye out.
Go Karts	Danger of unnecessary injury	Ensure that no one who has a history of back or neck problems or suffers from a heart complaint uses the didi car track or anyone who is feeling unwell.	1	5	5	Helmets must be worn by participants.



SJ's Leisure | RISK ASSESSMENT | pro-forma | 9 Human Whack A Mole

Eight players will crouch in inside the inflatable and pop their head and arms through the holes at the top of the inflatable to try and grab as many plastic balls as possible. The user who is attempting to stop the other eight users from gathering balls will try to protect the balls with a soft toy hammer. The 'moles' must grab as many balls as possible and place them in their net. At the end of the allotted time, the user with the most amount of balls in their net wins! It's that simple but so much fun!

Max 9 Users – 8 vs 1 – Around 60/ 90 Seconds

Product	Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (L x S)	Further action to take
9 Human Whack A Mole	Over enthusiastic participants	Responsible person(s) supervising at all times. Customers supplied with safe play instructions. Helmets must be worn at all times.	2	4	8	For large events with many participants, additional supervisors may be required.

9 Human Whack A Mole	Overloading	Responsible person(s) supervising at all times. Customer given information on max user numbers / max user height etc.	2	4	8	For large events with many participants, additional supervisors may be required.
9 Human Whack A Mole	Large participants colliding with smaller participants.	Participants should be grouped with other participants of a similar style. Max user numbers should not be exceeded. Safe play instructions supplied should be always followed	2	3	6	For large events with many participants, additional supervisors may be required.
9 Human Whack A Mole	Adverse weather conditions	All inflatables should be switched OFF and not used in wind speeds that reach and / or exceed 24mph / 38kmh (Scale 6 on the Beaufort scale)	Weather dependent	Weather dependent	Weather dependent	It's recommended that customers hire a supervisors pack. An anemometer can be considered an essential tool for inflatable hire. In extreme cases, a hire may need to be cancelled at short notice due to dangerous weather conditions.
9 Human Whack A Mole	Injury through incorrect positioning	Staff are trained to set up products in the safest possible areas. Products should not be repositioned following set up	1	5	5	None.
9 Human Whack A Mole	Injury through lack of supervision	At least one supervisor is required to always be present when products are in use. Customers supplied with safe use instructions prior to hire. Helmets must be always worn.	1	5	5	Some products require more than one supervisor. This information is provided on product listings and / or email instructions. For

						large events with lots of participants, extra supervisors may be required.
9 Human Whack A Mole	Tripping over equipment	Anchor points used as per manufacturers instructions and per BS EN14960. Excess equipment stored safely away out of sight. Electrical cables kept neat and tidy and away from any walkways.	1	3	3	For large events with lots of participants, additional supervisors and safety fencing may be required. Participants and audience should be made aware by the supervisor of any nearby cables or potential hazards.
9 Human Whack A Mole	Risk of fire	No smoking, BBQ'ing, camp fires etc to be allowed in the nearby area. Inflatable equipment is fire retardant. Any diesel generators / petrol fans should be filled prior to use and when refilling, all users should be removed from the equipment and the equipment switched OFF before refilling.	1	4	4	Any spare fuel should be stored in a secure, marked and safe container such as a suitable petrol can and should be stored away from users and general public.
9 Human Whack A Mole	Injury from falling from height	All safe play instructions should be followed at all times. Supervisor(s) should be present and paying attention at all times. Equipment should only be used as per manufacturers instructions.	1	5	5	For large events with lots of participants, additional supervisors may be required.
9 Human Whack A Mole	Choking	No food or drink to be consumed when using the equipment	1	5	5	None.

9 Human Whack A Mole	Injury from 3rd party items such as jewellery, glasses, wristwatches , shoes etc	All users should remove any items from their person which could injure themselves or another user i.e. a loose bracelet which could strike another user. Any removed items especially shoes should be stored away safely away from users and the general public.	1	3	3	None.
9 Human Whack A Mole	Injury from spectators	All spectators should be outside of the 'active 'area and kept a safe distance from the activity	1	3	3	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
9 Human Whack A Mole	Emergency	In the event that someone is injured especially seriously, seek medical attention IMMEDIATELY. Call 999 if required.	1	5	5	For large events, additional event staff and supervisors may be required.
9 Human Whack A Mole	Injury through equipment being used when in deflation / inflation stage	Equipment should never be used until it is fully inflated and must not be used whilst deflating. Users should be removed from the equipment prior to deflation	1	4	4	For large events, additional event staff and supervisors may be required.
9 Human Whack A Mole	Injury from inadequate anchorage	Never alter the equipment after it's been set up by our staff. Never use equipment in dangerous weather conditions especially high wind speeds including wind gusts.	1	5	5	None.

Animate | RISK ASSESSMENT | pro-forma | Nintendo Switch



Two Nintendo switches will be set up in the breakout room. One Nintendo will have 6 users able to play Mario Kart Deluxe. The second Nintendo Switch will have Just Dance available to play, 8 users can play on this game at one time.

Max 14 Users – 8 v 6 – around 5 minutes.

Product	Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (L x S)	Further action to take
Nintendo Switch	Equipment Injury by accident	Young people will be asked to space out whilst playing Just Dance, making sure that they have enough room around them, so they don't accidentally hit others. Players will be told at the start of play that there is chance they will bump into each other and to be aware of other players.	1	2	2	Supervisors to keep an eye out.
Nintendo Switch	Overcrowding	Restrict the number of spectators to a safe level. If people aren't on the switches, we will ask them to line up in the hallway and they can peer through the door.	2	2	4	Supervisors to monitor and step in when problems may arise.
Nintendo Switch	Projector, Screen, TV and devices	All equipment will be set up before the young people arrive. We will back project onto the wall so the projector can be tucked away neatly. All cables and wires will clear away and hidden out of sight.	1	2	2	Supervisors to keep an eye out.
Nintendo Switch	Injury to self, i.e sprained ankle, broken bones, muscle injury	If they fall or hurt themselves call 999 and DO NOT move them.	3	3	9	Supervisors to keep an eye out.



SJ's Leisure | RISK ASSESSMENT | pro-forma | Inflatable Basketball

This game is popular all around the world and variations of this product are seen in theme parks and fairgrounds everywhere!

It's so simple, grab your balls and shoot for the hoop!

Max 2 Users – 1 vs 1 – Around 60/ 90 Seconds

Product	Risk	Existing controls	Likelihood (1 – 5)	Severity (1 – 5)	Risk control (LxS)	Further action to take
Inflatable Basketball	Users tripping when using the equipment	The unit is clearly visible with no moving parts.	1	2	2	Ensure any cables are properly secured and tucked away. Place the game on a flat, even surface. Keep the area around the game clear of obstacles.
Inflatable Basketball	Over enthusiastic participants	Responsible person supervising the equipment at all times.	1	2	2	
Inflatable Basketball	Injury through lack of supervision.	Responsible person supervising at all times.	1	2	2	In the event of large numbers of participants, trained operatives may be required.
Inflatable Basketball	Injury through incorrect positioning.	Do not move or try to reposition the equipment at any time.	1	3	3	

Inflatable Basketball	Injury from 3rd party person or item.	All shoes, bags, jewellery etc must be removed from the immediate area surrounding the equipment. Always ensure that the equipment is not overcrowded. No food or drink to be consumed in the immediate area surrounding the equipment.	1	2	2	Responsible person supervising.
Inflatable Basketball	Danger of fire.	No smoking near the equipment at any time	1	2	2	
Inflatable Basketball	Emergency	In the event that someone is seriously injured, DO NOT try to move the person and dial 999 immediately.	1	5	5	
Inflatable Basketball	Injury from the ball (striking)	The basketball could hit a player in the face, eyes, or body, leading to injury.	1	2	2	Responsible person supervising and organising. The balls are relatively small and not overly hard. Very little chance of injury or soreness from impact.
Inflatable Basketball	Tipping Over (Users Climbing)	Users may try to climb on the game structure, risking it tipping over.	1	3	3	Provide clear guidelines that the game is not intended to be climbed. Always supervise users during play.
Inflatable Basketball	Damage to Surrounding Property	The game may cause damage to furniture or walls if used too close.	2	2	4	Ensure there is enough space around the game to avoid damage. Recommend a minimum distance for safe play.

Inflatable Basketball	Sharp Edges or Protrusions	Metal or plastic edges on the game could cause cuts or scrapes.	1	3	3	Check for any sharp edges before use. Regularly inspect the game for any damage.
Inflatable Basketball	Overexertion	Intense physical play could result in exhaustion or strain, especially for young children.	2	1	2	Provide warnings about the physical nature of the game. Encourage breaks during play to prevent overexertion.



SJ's Leisure | RISK ASSESSMENT | pro-forma | Inflatable Penalty Shootout

This game is popular all around the world and variations of this product are seen in theme parks and fairgrounds everywhere!

It's so simple, grab your balls and shoot for the hoop!

Max 2 Users – 1 vs 1 – Around 60/ 90 Seconds

Inflatable penalty shoot-out	Over enthusiastic participants	Responsible person(s) supervising at all times. Customers supplied with safe play instructions.	2	4	8	For large events with many participants, additional supervisors may be required.
Inflatable penalty shoot-out	Adverse weather conditions	All inflatables should be switched OFF and not used in wind speeds that reach and / or exceed 24mph / 38kmh (Scale 6 on the Beaufort scale)	Weather Dependent	Weather Dependent	Weather Dependent	It's recommended that customers hire a supervisors pack. An anemometer can be considered an essential tool

						for inflatable hire. In extreme cases, a hire may need to be cancelled at short notice due to dangerous weather conditions.
Inflatable penalty shoot-out	Injury through incorrect positioning	Staff are trained to set up products in the safest possible areas. Products should not be repositioned following set up.	1	5	5	None.
Inflatable penalty shoot-out	Injury through lack of supervision	At least one supervisor is required to be present at all times when products are in use. Customers supplied with safe use instructions prior to hire.	1	5	5	Some products require more than one supervisor. This information is provided on product listings and / or email instructions. For large events with lots of participants, extra supervisors may be required.
Inflatable penalty shoot-out	Tripping over equipment	Anchor points used as per manufacturer's instructions and per BS EN14960. Excess equipment stored safely away out of sight. Electrical cables kept neat and tidy and away from any walkways.	1	3	3	For large events with lots of participants, additional supervisors and safety fencing may be required. Participants and audience should be made aware by the supervisor of any nearby cables or potential hazards

Inflatable penalty shoot-out	Risk of fire	No smoking, BBQ'ing, campfires etc to be allowed in the nearby area. Inflatable equipment is fire retardant. Any diesel generators / petrol fans should be filled prior to use and when refilling, all users should be removed from the equipment and the equipment switched OFF before refilling.	1	4	4	Any spare fuel should be stored in a secure, marked and safe container such as a suitable petrol can and should be stored away from users and general public.
Inflatable penalty shoot-out	Choking	No food or drink to be consumed when using the equipment.	1	5	5	
Inflatable penalty shoot-out	Injury from falling from height	All safe play instructions should be always followed. Supervisor(s) should be present and always paying attention. Equipment should only be used as per manufacturer's instructions. No climbing on the inflatable structure permitted at any time.	1	5	5	For large events with lots of participants, additional supervisors may be required.
Inflatable penalty shoot-out	Injury from 3rd party items such as jewelry, glasses, wristwatches , shoes etc.	All users should remove any items from their person which could injure themselves or another user i.e. a loose bracelet which could strike another user. Any removed items especially shoes should be stored away safely away from users and the public.	1	3	3	None.
Inflatable penalty shoot-out	Injury from spectators	All spectators should be outside of the 'active 'area and kept a safe distance from the activity	1	3	3	For large events with lots of participants and spectators, additional event staff and supervisors may be required.
Inflatable penalty shoot-out	Emergency	If someone is injured especially seriously, seek medical attention IMMEDIATELY. Call 999 if required.	1	5	5	For large events, additional event staff and

						supervisors may be required.
Inflatable penalty shoot-out	Injury through equipment being used when in deflation / inflation stage.	Equipment should never be used until it is fully inflated and must not be used whilst deflating. Users should be removed from the equipment prior to deflation.	1	4	4	For large events, additional event staff and supervisors may be required.
Inflatable penalty shoot-out	Injury from inadequate anchorage.	Never alter the equipment after it's been set up by our staff. Never use equipment in dangerous weather conditions especially high wind speeds including wind gusts.	1	5	5	None.

SJ's Leisure | RISK ASSESSMENT | pro-forma | Inflatable Games Generic

Inflatable Games	Over enthusiastic participants	Responsible person(s) supervising always. Customers supplied with safe play instructions.	2	4	8	For large events with many participants, additional supervisors may be required.
Inflatable Games	Overloading	Responsible person(s) supervising always. Customer given information on max user numbers / max user height etc.	2	4	8	For large events with many participants, additional supervisors may be required.
Inflatable Games	Large participants colliding with smaller participants	Participants should be grouped with other participants of a similar style. Max user numbers should not be exceeded. Safe play instructions supplied should be always followed.	2	3	6	For large events with many participants, additional supervisors may be required.

Inflatable Games	Adverse weather conditions	All inflatables should be switched OFF and not used in wind speeds that reach and / or exceed 24mph / 38kmh (Scale 6 on the Beaufort scale)	Weather Dependent	Weather Dependent	Weather Dependent	It's recommended that customers hire a supervisor's pack. An anemometer can be considered an essential tool for inflatable hire. In extreme cases, a hire may need to be cancelled at short notice due to dangerous weather conditions.
Inflatable Games	Injury through incorrect positioning.	Staff are trained to set up products in the safest possible areas. Products should not be repositioned following set up.	1	5	5	None.
Inflatable Games	Injury through lack of supervision.	At least one supervisor is required to always be present when products are in use. Customers supplied with safe use instructions prior to hire.	1	5	5	Some products require more than one supervisor. This information is provided on product listings and / or email instructions. For large events with lots of participants, extra supervisors may be required.
Inflatable Games	Tripping over equipment.	Anchor points used as per manufacturer's instructions and per BS EN14960. Excess equipment stored safely away out of sight. Electrical cables kept neat and tidy and away from any walkways.	1	3	3	For large events with lots of participants, additional supervisors and safety fencing may be required. Participants and

						audience should be made aware by the supervisor of any nearby cables or potential hazards.
Inflatable Games	Risk of fire.	No smoking, BBQ'ing, campfires etc to be allowed in the nearby area. Inflatable equipment is fire retardant. Any diesel generators / petrol fans should be filled prior to use and when refilling, all users should be removed from the equipment and the equipment switched OFF before refilling.	1	4	4	Any spare fuel should be stored in a secure, marked and safe container such as a suitable petrol can and should be stored away from users and public.
Inflatable Games	Choking.	No food or drink to be consumed when using the equipment.	1	5	5	
Inflatable Games	Injury from falling from height.	All safe play instructions should be always followed. Supervisor(s) should be present and always paying attention. Equipment should only be used as per manufacturer's instructions.	1	5	5	For large events with lots of participants, additional supervisors may be required.
Inflatable Games	Injury from 3rd party items such as jewelry, glasses, wristwatches , shoes etc	All users should remove any items from their person which could injure themselves or another user i.e. a loose bracelet which could strike another user. Any removed items especially shoes should be stored away safely away from users and the public.	1	3	3	None.
Inflatable Games	Injury from spectators.	If someone is injured especially seriously, seek medical attention IMMEDIATELY. Call 999 if required.	1	5	5	For large events with lots of participants, additional supervisors may be required.

Inflatable Games	Injury through equipment being used when in deflation / inflation stage.	Equipment should never be used until it is fully inflated and must not be used whilst deflating. Users should be removed from the equipment prior to deflation.	1	4	4	For large events with lots of participants, additional supervisors may be required.
Inflatable Games	Injury from inadequate anchorage.	Never alter the equipment after it's been set up by our staff. Never use equipment in dangerous weather conditions especially high wind speeds including wind gusts.	1	5	5	None.
Inflatable Games	Electrocution	All electrical equipment used carries a valid PAT certification and is approved by HSE. Equipment is not used in dangerous weather conditions.	1	5	5	None.

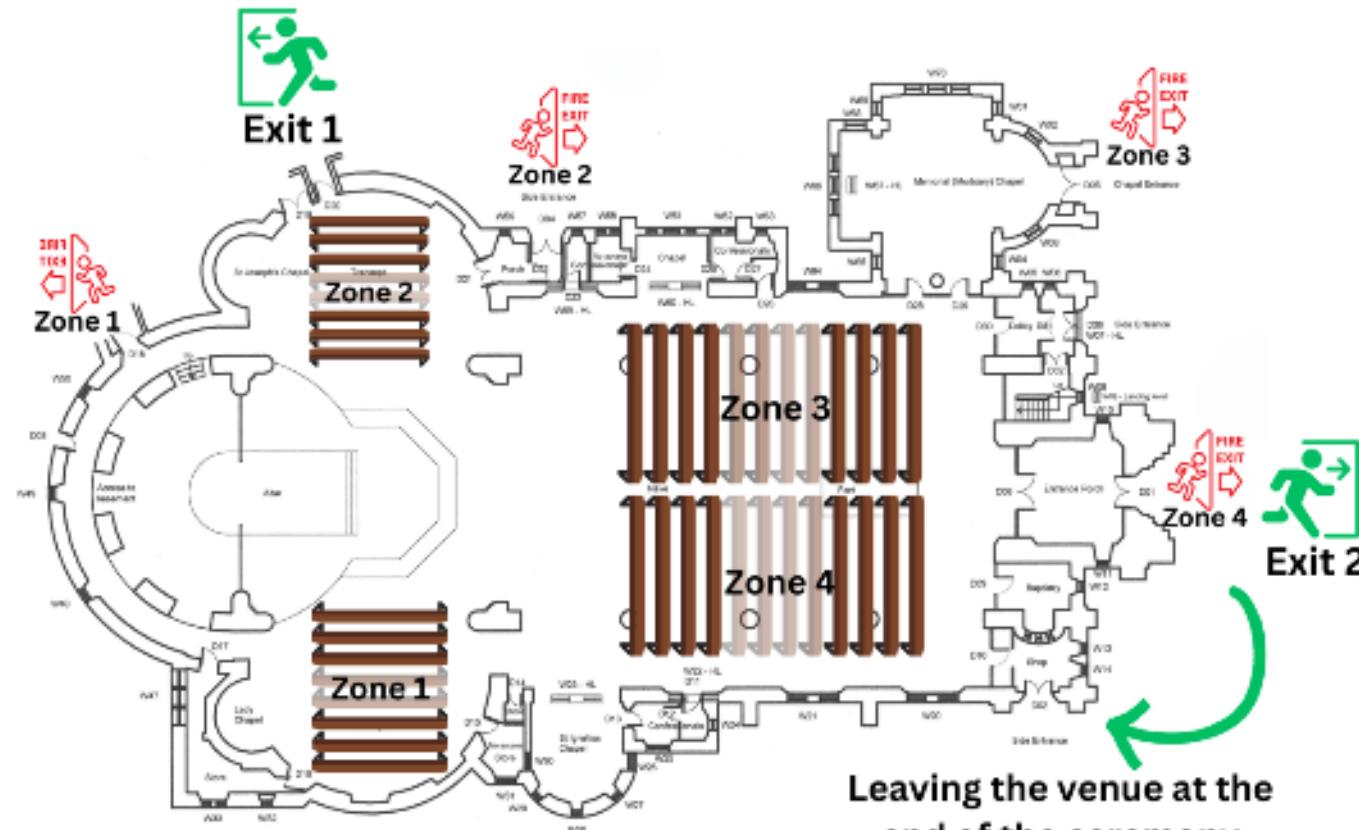
SJ's Leisure | RISK ASSESSMENT | pro-forma | Retro Arcade Machines

Retro Arcade Machines	Users tripping when using the equipment.	All cables will be neatly stored away from user's path.	1	1	1	Supervision at all times.
Retro Arcade Machines	Over enthusiastic participants	Responsible person always supervising the equipment.	2	1	2	In the event of large numbers of participants, trained operators may be required.
Retro Arcade Machine	Injury through lack of supervision.	Responsible person always supervising.	1	5	5	In the event of large numbers of participants, trained operators may be required.
Retro Arcade Machine	Injury through incorrect positioning.	Do not move or try to reposition the equipment at any time.	1	2	2	None.
Retro Arcade Machine	Injury from 3rd party	All shoes, bags, jewelry etc must be removed from the immediate area surrounding the equipment. Always	1	5	5	Responsible person supervising.

	person or item	ensure that the equipment is not overcrowded. No food or drink permitted to be consumed in the immediate area surrounding the equipment.				
Retro Arcade Machine	Danger of Fire.	No smoking or barbequing near the equipment at any time.	1	2	2	None.
Retro Arcade Games	Emergency	In the event that someone seriously injured, DO NOT try to move the person and dial 999 immediately.	1	5	5	None.
Retro Arcade Games	Electrocution	Electrical units are visually inspected for obvious faults. All equipment is PAT tested annually.	1	5	5	If sockets are used at the venue, we ask the client to check these prior to the event.

Emergency Exits

Members of the volunteer team will be on duty for the award ceremony; each has been given a zone area and will step in to guide young people if such an emergency was to take place.



Leaving the venue at the
end of the ceremony

(without a fire)

Zone 2 + 3 = Exit 1

Zone 1 + 4 = Exit 2

Parking and Arrival Notes

These notes have been created with the help of St Helens Council in order to keep traffic disruption in the area to a minimum.

As many of you know, Lowe House is not blessed with a large car park and so we have to make use of the surrounding area as best as we can.

We have tried to split the different ways you might arrive into three different zones so we do not have cars, buses and coaches all in the same area.

Please do try to follow these notes so that we can keep traffic flowing and keep young people arriving in the area as safe as possible.

Our parking stewards will be on hand for arrivals from 9:30am. Please aim to arrive by 10:15 so we have time to get you into the church and seated in time for the ceremony to start.

If you are arriving by car:

Please park on either Birchley St Car Park (WA10 1HT) or Ward St Car Park (WA10 2RX).

This will involve crossing North Rd but we will have a volunteer to assist with crossing. We expect that a car arriving would have fewer young people to manage and so parking / dropping in this area makes the most sense. It is a 1 minute walk from the car parks to the church.

Prices below.

Payment options at these car parks are contactless card payment, cash and the Pay by Phone/App service

Birchley St

Time	Fee
Up to 1 hr	80p
Up to 2 hr	1.20
Up to 3 hr	1.80
Up to 5hr	2.80
Over 5hr	4.00

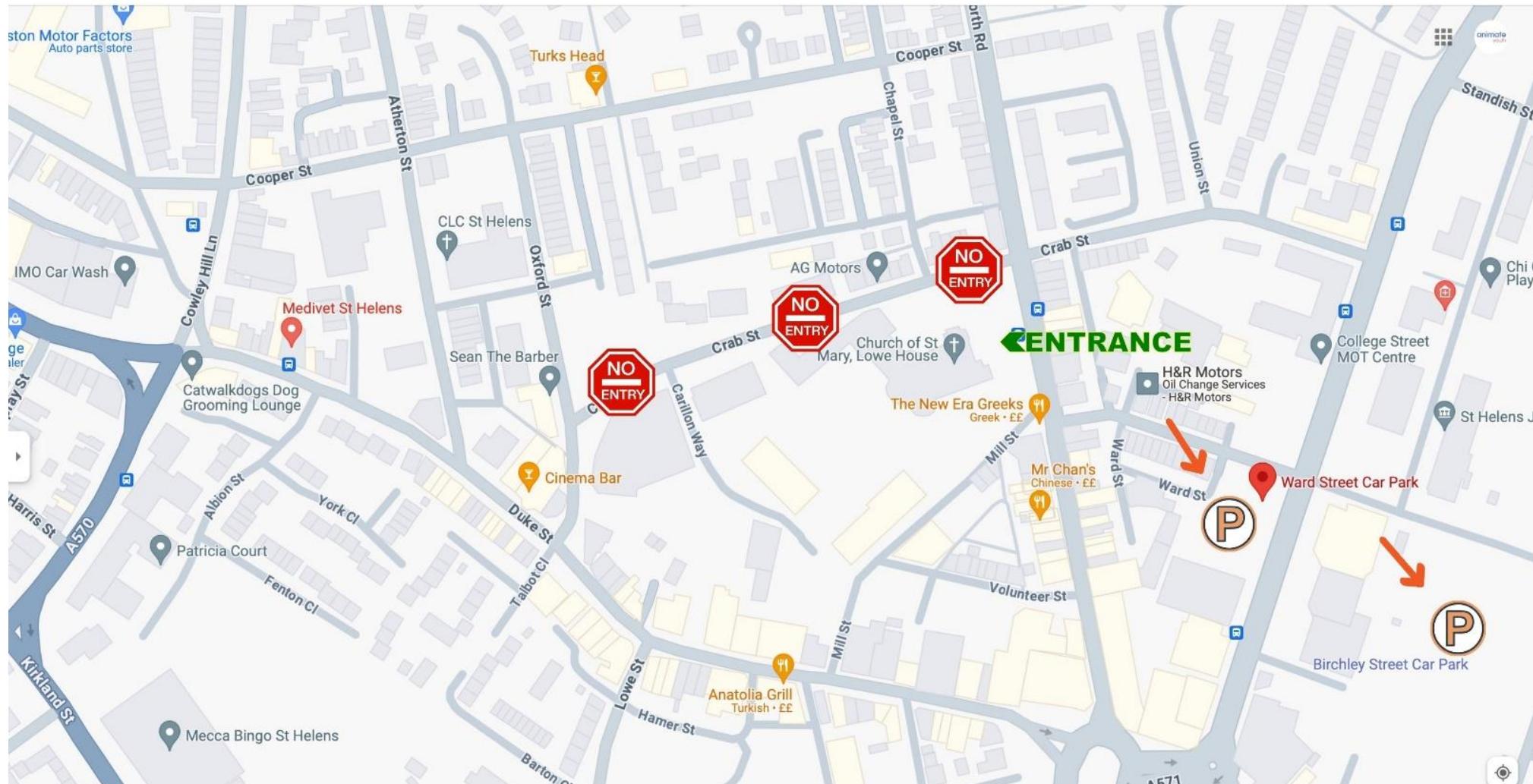
Ward St

Time	Fee
Up to 1 hr	80p
Up to 2 hr	1.20
Up to 3 hr	1.80
Up to 5hr	2.80
Over 5hr	4.00

Please note there will be no availability in front of the church or the surrounding streets for cars to drop off. Please just go directly to the two car parks.

If you are using a car to only drop off you can use the road of Ward St (directly opposite the Church) or Birchley St Car Park.

TRAVELLING IN A CAR...



If you are arriving by minibus:

Please use the area around Mill St to either drop off or to park.

Mill St is a one way street and can only be entered via Duke St.

You might want to use the postcode of either Anatolia Grill or Millon Indian Restaurant as markers. Both are on the opposite side of the road to the Mill St turn but are almost opposite the turn you need. The postcodes are: Anatolia Grill (WA10 2JF), Millon Restaurant (WA10 2JE).

The corner of Mill St where you will need to turn is marked by a green sign for 'St Helens Pharmacy'.

Once on Mill St you will be directed to free spaces on the car parks in that area.

Prices are below.

Mill St

Payment options at this car park are contactless card payment, cash or Pay by Phone/App

Time	Fee
Up to 1 hr	80p
Up to 2 hr	1.20
Up to 3 hr	1.80
Up to 5hr	2.80
Over 5hr	4.00

Ena Shaw Car Park

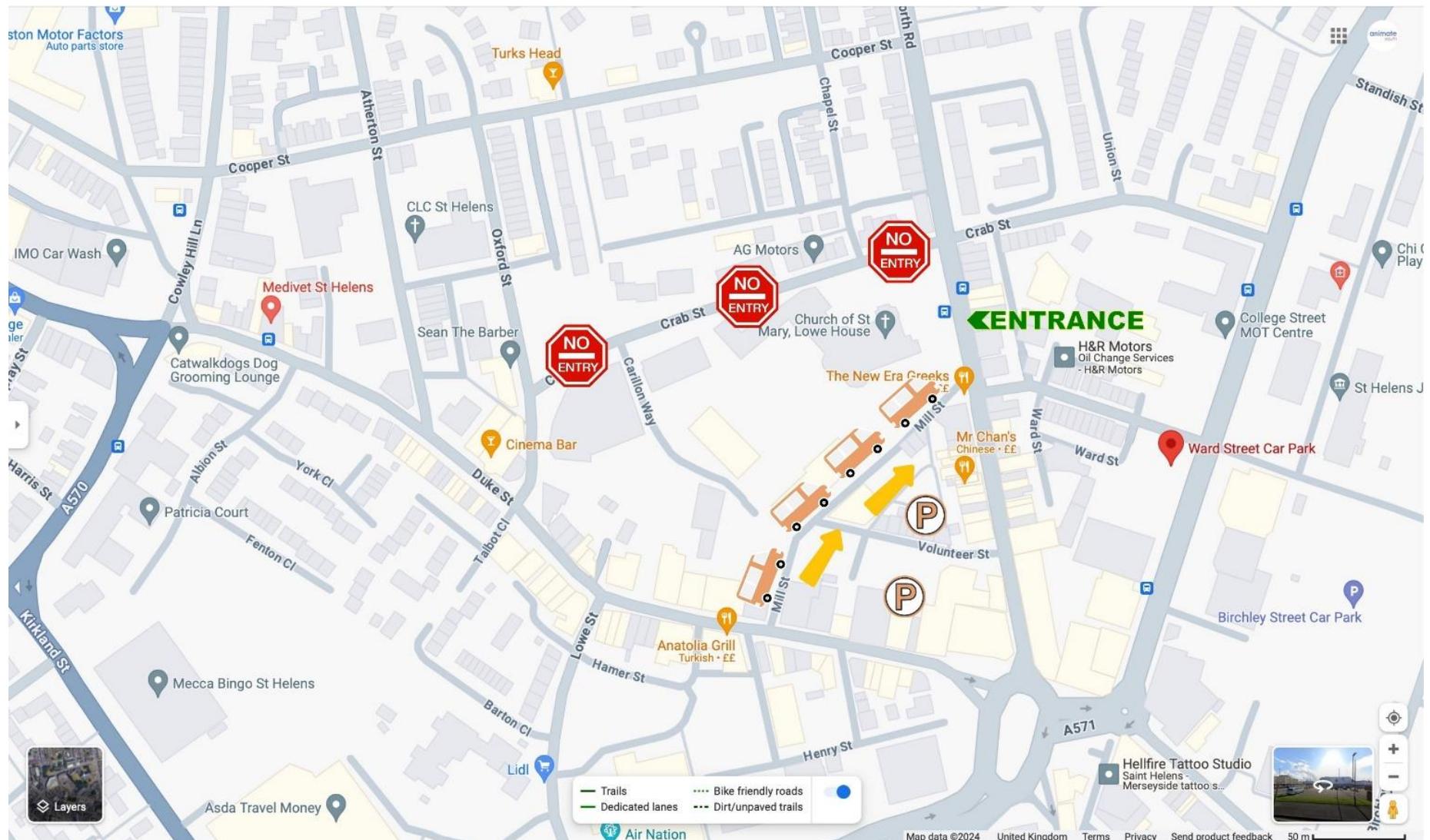
Payment here is only possible on the Pay by Phone App (or via phone)

Time	Fee
Up to 1 hr	80p
Up to 2 hr	1.20
Up to 3 hr	1.80
Up to 5hr	2.80

If only dropping off you can drop on Mill St and continue out the other side of the street.

In the unlikely event the Mill St area is full you will be directed to the car park on Ward St (which is directly opposite the exit from Mill St).

TRAVELLING IN A MINIBUS ONLY...



If you are arriving by coach:

In order to keep traffic flowing and to keep the area safe we ask that you use our one-way system.

1. Find your way to North Rd (this is the road the front of the church is on)
2. Turn onto Cooper St (from North Rd). You might want to use the postcode WA10 2TY to help you find Cooper St. Please do not enter Cooper St from the other end -only use the North Rd entrance.
3. Cooper St is the side road off the address this postcode will take you to.
4. A steward will direct you where to go along Cooper St
5. There will be various drop off spots along this road. You will be directed to an appropriate spot by the stewards.
6. Your group will then walk down the quiet side street to access the Church.
7. In the event that all the drop off points are full you will be asked to continue to the other end of Cooper St and then go left on Cowley Hill Rd (there is an Off Licence / Bread and Wine shop on the right where you need to turn left), then left again to rejoin Duke St (turn left at a cross roads – you will have just gone past a car showroom / garage on the left and there will be a car wash place to the right of you – at the turn there is a Hairdressers). Then follow Duke St until you get to the roundabout with Capitol Squash Club and Hamma Fitness on the left and YMCA in front of you and Molly's Bar on the right. Turn left at the roundabout and that brings you back to North Rd. Continue up North Rd, past the Church, and then go back down Cooper St to start the drop off process again. To go round the block as described here will only take 5 mins.
8. After a drop off a coach must then move away from the area to allow other coaches to use the same drop off areas.
9. We cannot tell coaches where to park. Below are some suggestions that would be easy for a coach to navigate to and have space to park a coach. However, please note that parking in these areas is at the risk of the driver:
 - Tesco car park (WA9 3AL)
 - Street parking around Victoria Park (E.g. Bishop Rd, WA10 6UX, WA10 6TZ)
 - Street Parking around Merton Bank Road (use WA9 1DZ for destination)
 - Street Parking on Boardmans Lane (use WA9 1QU)
 - Space at the back of Mecca Bingo (WA10 2EG) – Go onto Mecca and follow the drive round the back of the building

TRAVELLING ON A COACH ONLY...

